

MINUTES
Recreation Commission
City of Willoughby Hills
February 6, 2019

CALL TO ORDER: 7:04 PM

PRESENT: Chairman Sandy Grubiss, Vice Chairman Joseph Jarmuskiewicz, Dee Germano, Lynn Hallum, Jeanne Kaston and Vicki Vincent Miller.

ABSENT: Jim Walsh

ALSO PRESENT: Katherine Lloyd, Clerk *pro tem*.

Jim Walsh let us know he would not be here.

Councilman Hallum contacted Sandy to let the Commission know that he had a family event to attend to.

DISPOSITION of the MINUTES OF January 9, 2019

- Correction on Page 2: Council Representative's report- Mr. Hallum planned to request that the Eggstravaganza be declared for 'Public Purpose' at the next Council meeting.
- Correction on Page 3: During discussion of the Reserve Fund, Mr. Hallum said that the fund noted on the 460 may eventually be used for a gymnasium. It has not been decided yet. *[Sandy has requested a meeting with Frank Brichacek. He said that they would not be able to meet until later in February. She will let the Board know when a meeting is planned.]*

MOTION: Vicki Miller moved to accept the Minutes from the Recreation Commission Meeting of January 9, 2019 with the corrections that were made.

Seconded by Dee Germano.

Voice Vote: 5 Ayes and 1 Abstention (Kaston).

Motion passes 5/0.

CORRESPONDENCE

- Email 1/25/19 to News-Herald RE: 2 Eggstravaganza Subcommittee Meetings – Planning on 2/11/19 and Egg Stuffing on 3/18/19.
- Email 1/25/19 to Communications RE: 2 Eggstravaganza Subcommittee Meetings – Planning on 2/11/19 and Egg Stuffing on 3/18/19.
- Email 1/28/19 to News-Herald RE: 2/6/19 Recreation Commission Meeting.
- Email 1/28/19 to Communications RE: 2/6/19 Recreation Commission Meeting.
- Email 1/31/19 to Finance RE: January 460 Report.
- Email 1/31/19 to Recreation Coordinator RE: Community Center Activity Report.
- Correspondence Sheet for 2/6/18 meeting.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

Mr. Hallum was unable to attend this evening. Sandy Grubiss gave his report. At the last Council, he did request 'Public Purpose' for Recreation Events, especially the Eggstravaganza event. He does not have an answer yet. Council is 'looking it over'. Sandy stated that she hopes Council does declare it 'Public Purpose'. It is really important. There is precedent; other Recreation events have been declared 'Public Purpose'.

RECREATION COORDINATOR'S REPORT for January 2019 (vacant)

Sandy reported that we do not currently have a Recreation Coordinator. She provided a report.

- Tennis Court Grant is almost finalized. Gloria has been working with Kyle and the Law Director. It has been filed with Lake County. We are waiting for it to come back. By next meeting it should be completed.
- 2019 Recreation Events have all been listed on the Willoughby Hills Recreation Facebook page. As of today, there were 500 Likes and 508 Followers. That is up from last meeting by 130. Sandy has been working hard on the page.
- Posters of the 2019 Events (Recreation, Sports and City Hall News) are hanging in the Gallery of the Community Center. Under each post is a bin with information on the event. Sandy created the posters and Gloria framed them. These will let people know about the events and things that are going on in the City. There are also two posters hanging in the Building and Service Department.
- Files from the Recreation Coordinator office were put on a USB stick by Gloria and passed out to the Recreation Commission members by Sandy. The USB sticks provide members with file information when it is needed. Preparation for any events was very difficult when there was no access to any information.
- Point People for each of the 2019 Recreation Events were decided last meeting. Such decisions at the beginning of the year allow the point people think about their event and plan it in advance. Everyone will help with the event. These are the point people.
 - March 10 (Sunday) – WH Recreation Pancake Breakfast – Jim Walsh. Sandy and Gloria have been helping with that.
 - April 13 (Saturday) - Eggstravaganza at Calvary Assembly of God – Sandy Grubiss.
 - June 24-28 (M-F) - Safety Town – Cancelled for 2019
 - July 20 (Saturday) - WH Appreciation Day at Classic Park with the Lake County Captains – Lynn working on it.
 - Aug 3 (Saturday) - WH Garage Sale Day - Sandy Grubiss.
 - Oct 12 (Saturday) – Fall Craft Show – Vicki Miller & Dee Germano. Jeanne Kaston will help.
 - Oct 18 (Friday) - Halloween Party – Joe Jarmuskiewicz
 - Dec 8 (Sunday) - Winter Fest & Christmas Card Lane - Sandy Grubiss with the help of the Fire Department.
 - Dec 14 (Saturday) - Breakfast with Santa – Sandy Grubiss.
- Volunteers for the Events - Sandy provided Key Club with a list of events that will require volunteers. Allison Colonna responded that Key Club would be happy to help with all of the events. She posted the sign-up sheets for the Pancake Breakfasts on this past Monday.
- WH Recreation Pancake Breakfast (Sunday, March 10th) - Sandy provided an update.
 - Tickets were ordered with Gloria's help. They were passed out tonight.
 - Area churches were contacted by Sandy to request that they add the 2 Pancake Breakfasts to their newsletters, bulletin boards, etc.
 - News-Herald was contacted by Sandy.
 - Set up is Saturday evening before the breakfast. Time will be sent by email.
- Eggstravaganza (Saturday, April 13th)
Sandy provided an overview of plans. She has been working with Gary at the Calvary Assembly of God Church.
 - Candy and Egg donations have been requested on Facebook from the community. She has gotten several candy donations and some egg donations. Thank you for your generosity.
 - Parking at Shoppes of Willoughby Hills is 95% sure. Final decision is expected by 3/1/19.

- Shuttle Buses have been requested. Gary changed the time to 9:00 AM. Quote needed to be revised. Nothing can be finalized until we know where the buses coming to and from. Alternate plans were discussed. Hope is that 95% that the Shoppes will pull through. It has the bigger parking lot.
- Coloring Page- Sandy created it. It cannot be passed out until the bus information is finalized. All the information about where to meet the buses is on the back.
- Party Xtremes will be doing the inflatables again this year. The agreement was signed by the Mayor and returned to them. The cost is \$540, which is the same amount and same terms as last year.
- Donations and sponsorship have been requested from about 30 local businesses.
 - Donation Request Letters
 - Loew's will donate a toy for each of the baskets. We anticipate 10 of the wooden car kits. They will get donations to Sandy after this week.
 - 10% off coupon for GFS can be used for purchase of candy, popcorn, etc.
 - Chick-fil-A will donate coupons for free food. The 'Cow' will be in attendance.
 - Lake County Captains' mascot, 'Skipper' will be in attendance. We have not received a response on the donation made in December. Follow up planned.
- Sponsorship requests Waiting for responses. Several said they would sponsor but no funds received yet.
- WH Youth Sports League (Joe Jarmuskiewicz)
Joe provided an update for Boys Baseball and Girls Softball.
 - Registration has started for Boys Baseball and Girls Softball.
 - They are setting up an online registration. We will know in 1-2 weeks when it will be ready. Until then, there are registrations at the Community Center. Sandy Racic is also putting them out online.
 - Emails were sent to all of the past players with registrations attached. .
 - Registrations will be taken at both of the Pancake Breakfasts - 3/10 Rec Commission and 3/17 Lions. Sunday 3/17 will be last day of registration. Late registrations will be taken if necessary.
 - Teams: There are 3 teams so far. Hopefully, we will have an 18-U team. There is interest. The leagues have to have their teams made up by middle of March.
 - Publicity- Lynn submitted the information on the Community Events Page for the schools last week. She should have confirmation in 1-2 weeks Sandy will put registration information and forms on the Rec Facebook Page.
- Grant - Lynn reported that Gloria and Kyle have worked hard to find files that were lost. Thank you to both of them for that work.
- Signs/Posters – They look great! The library staff has commented to Lynn about how cheerful they are.
- Lake County Captains – Lynn spoke with Devon who was our contact in 2018. Lynn handed out Calendars. Looking at the Calendar for Home games in June and July and the first couple weeks of August, we can do Community Night in conjunction with the Baseballs as we have in the past.
 - Every child who plays in the baseball or softball program will be in the Parade on the field and have a free ticket to the game. We have typically done it in the middle of the baseball season in July.
 - Devon and I checked on July 20th which is the closest home game to when we did it before. Home games on Saturday are 7/6 & 7/20 which are fireworks nights. 7/6 is a holiday weekend. Saturday, July 20th is open

- Devon said that we have a \$102.00 Credit from 2018 because we made a deposit on the Field of Dreams and then we cancelled the event. We can use that Gift Card for food for whoever does the Field of Dreams this year.
- The Field of Dreams program is being re-formatted. He gave sample pages of the registrations for Community Night and Baseball Night to Lynn. They are very similar to what we had before.
- Per discussion, Community Night will be on Saturday, 7/20/19 with fireworks. It will be at the end of baseball season and before school starts.

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORT: No report.

460 FUND REPORTS for January 2019

We hope to get more clarification from Frank on the report.

Discussion of the January 460 Fund Report.

- Unencumbered Balance for January was \$23,107.57.
- Status of the Grants -Sandy will discuss with Frank.

UNFINISHED BUSINESS

1.) Pancake Breakfast

Discussed under Recreation Coordinator's Report.

Sandy encourage everyone sell their Pancake Breakfast tickets.

2.) WH Eggstravaganza (Sat., Apr. 13)

Discussed in detail under the Recreation Coordinator's Report.

Upcoming Subcommittee Meetings

- Monday, 2/11 Planning Meeting in the Historical Room at 6:00 PM.
- Monday, 3/18 Egg Stuffing meeting in the O'Ryan Room at 6:00 PM.

NEW BUSINESS

2019 Groups requesting Sanctioning for Community Center – a list attached to the Agenda.

Before discussion of the groups, Sandy read the criteria for Sanctioning of Civic Organizations from Section 941.07 of the Codified Ordinances of Willoughby Hills under the section, Willoughby Hills Community Center. Sandy printed out Section 941.07. The section goes into detail about the Community Center. Sanctioning must be done in that calendar year, each year.

"In order to get Sanctioning, a group of individuals whose purpose is to educate, cultural or civic in nature, and have been recognized by the Willoughby Hills Recreation Department by serving to benefit the City of Willoughby Hills".

Basically, the organization needs to be serving Willoughby Hills to get Sanctioning. Application of each group was read into the record. Each applicant will get a letter in the mail with the results.

1. Chagrin River Watershed Partners, Inc.
The contact is Linda Moran.

MOTION: Joe Jarmuskiewicz moved to sanction the Chagrin River Watershed Partners, Inc.
Seconded by Dee Germano.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

2. Fall Corn Fest, Inc.
Contact person is Gloria Majeski.

MOTION: Lynn Hallum moved to sanction the Fall Corn Fest, Inc.
Seconded by Vicki Miller.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

3. Lake County Board of Elections
Contact person is Megan Elk.

MOTION: Joe Jarmuskiewicz moved to sanction Lake County Board of Elections.
Seconded by Lynn Hallum.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

4. Lake County Mayors & Managers
Contact person is Robert Weger.

MOTION: Dee Germano moved to sanction the Lake County Mayors & Managers.
Seconded by Vicki Miller.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

5. Learning About Business (LAB)
Contact person is Marie Graf.

The application did not provide information about why the group should receive sanctioning.

- Councilman Fiebig has attended 2-3 of their sessions. He stated that it is an organization that offers lessons in entrepreneurship to high school students to provide for real world, hands on training. This group does serve the Willoughby Hills residents and the community.
- Earlier emails had additional information that was not on the application.
- They have been sanctioned in the past.
- More information was requested. The March 7th meeting will be before their first requested meeting. Their dates are already scheduled.

Per discussion, the Learning About Business (LAB) application is tabled until the March 7, 2019 meeting. Correspondence will be sent to Marie Graf. Revised application will need to be submitted.

6. North Coast Lions
Contact person is Linda Fulton.

The group was sanctioned for last year but did not use its sanction.
They need to be sanctioned again for the 2019 calendar.

MOTION: Joe Jarmuskiewicz moved to sanction the North Coast Lions.
Seconded by Jeanne Kaston.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

7. New Lions of Ohio, District OH4 (Lions of Ohio District OH4)
The organization thanked the Commission for 2017 sanction.
They are not requesting a renewal.

8. Willoughby Hills Historical Society
Contact person is Frank Cihula

MOTION: Lynn Hallum moved to sanction the Willoughby Hills Historical Society.
Seconded by Vicki Miller.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

9. Willoughby Hills Lions Club
Contact person is Bill Owen.

MOTION: Joe Jarmuskiewicz moved to sanction the Willoughby Hills Lions Club.
Seconded by Jeanne Kaston.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

10. Willoughby Hills Quilt Guild
Contact person is Gloria Majeski.

MOTION: Vicki Miller moved to sanction the Willoughby Hills Quilt Guild.
Seconded by Dee Germano.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

11. Willoughby Hills Public Library
Contact person is Holly Burkel

MOTION: Lynn Hallum moved to sanction the Willoughby Hills Public Library.
Seconded by Dee Germano.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

12. Willoughby Hills Boys League (Willoughby Hills Sport League)
Contact person is Jeff Ross.

Joe reported that it is being converted to the Willoughby Hills Sport League.

MOTION: Joe Jarmuskiewicz moved to sanction the Willoughby Hills Boys League
Seconded by Jeanne Kaston.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

13. Willoughby Hills UMC Sports Camp.
Contact person is Marie Grmek.

MOTION: Jeanne Kaston moved to sanction the Willoughby Hills UMC Sports Camp.
Seconded by Joe Jarmuskiewicz.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

PUBLIC PORTION

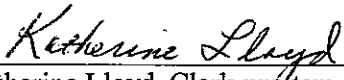
Opened at 7:53PM

Linda Fulton asked what kind of candy is needed for the Eggstravaganza and whether she could get a letter.
(Grubiss) Individually-wrapped, bite-size candy that would fit into a standard size plastic egg. It must be nut-free because of nut allergies.

Public Portion closed at 7:55 PM.

ADJOURNMENT:

Meeting adjourned at 7:55 PM by Sandy Grubiss with voice vote consensus.


Katherine Lloyd, Clerk *pro tem*


Chairman

Date approved: 3-6-19

Note: Meetings of the Recreation Commission are recorded and recordings are public record.